

**PHILIP MORRIS U.S.A.**  
**INTEROFFICE CORRESPONDENCE**  
**Richmond, Virginia**

**To: Distribution****Date: June 26, 1997****From: R. Lipps****Subject: LIMS Team Meeting Minutes for 6/26/97**

Attendees: C. Ament, P. Callahan, E. Carmines, F. Logan, R. Lipps, J. Sampson, J. Wickham

**Business Conducted:**

- J. Sampson updated the team on the status of several items:
  - ◊ The Goffman consulting purchase requisition has not been approved.
  - ◊ A divisional presentation will be given to Analytical Research on Monday, June 30, 1997. *Done*
  - ◊ Payments to Rising Sun and Susan Goodhart are still waiting for a purchase order number.
- R. Lipps distributed a draft of presentation slides on the current LIMS system capabilities. The presentation is available in the LIMS folder.
- A tentative plan for Goffman's first visit was made. The schedule includes:
  - ◊ Charter Review
  - ◊ Corporate Standards Review
  - ◊ Current System Capabilities
  - ◊ Future Lab Vision
  - ◊ Lab and Facilities Visits (Semiworks, PTL, CAG, ITD, D. Self's Lab)
- Contingency plans for continuing the process without Goffman were reviewed. If necessary, a decision was made to pursue education on the LIMS selection process by attending an available class. There is a class presented by M. Goffman in New Jersey on July 14-17. At least 2 team members would be sent. Also, the team will look for books that describe the LIMS selection process.

**Action Items:**

- All members will forward survey responses to C. Ament for collection in the LIMS folder.
- Scheduling of divisional presentations will continue as requested.
- J. Wickham will create presentation slides on corporate standards, future lab visions, and current LIMS instrument capabilities. *Done + available under presentations*

**Next Meeting:**

Date: July 10, 1997

Agenda: To be announced

**Distribution:**

|              |             |             |
|--------------|-------------|-------------|
| Ament, C.    | Laffoon, S. | Sampson, J. |
| Carmines, E. | Lisbon, D.  | Wickham, J. |
| Good, B.     | Logan, F.   |             |
| Koller, K.   | ✓ Mazur, C. |             |

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